



**DEPARTMENT OF DEFENSE**  
Appropriate letterhead

(Volunteer name)  
(address)  
(address)

(Date)

Dear (volunteer name):

Congratulations on your selection as the (title). Your role is vital in helping to maintain the readiness of our (MEPS/Sector) family.

Your role will be to serve as (list specific duties) to support the Readiness Support Group. These activities are important to help ensure personnel and families remain informed and ready to deal with any contingency.

Again, it is my pleasure to welcome you as the (title). I look forward to having you as a member of our team.

Your Partner in Readiness,

(Commanding Officer)